Request for Resume (RFR)
CATS+ Master Contract
All Master Contract Provisions Apply

Section 1 – General Information	
RFR Number: **(Reference BPO Number)**	P00B5400015
Functional Area **(Enter One Only)**	Functional Area Two – Web and Internet Systems

Labor Category/s
A single support staff or support groups of up to five members may be engaged for up to six months without renewal options. Awards for Major IT Development Project (MITDP)/Program Manager/Deputy PMs may have tenure of one base year with up to two optional years, or through the end of the project within the Master Contract term. An RFR is limited to only labor categories defined in the CATS+ RFP.
Enter the labor category/s to be provided:
1. Architect, Internet/Web

Anticipated Start Date	~~9~~10/1/2014		
Duration of Assignment	Not to exceed (6) months		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	Yes		
MBE Goal, if applicable			0%
Issue Date: mm/dd/yyyy	7/3~~1~~0/2014	**Due Date:** mm/dd/yyyy	~~9~~8/19/2014
		Time (EST): 00:00 am/pm	10:00 AM
Place of Performance:	Department of Labor, Licensing and Regulation, 1100 N. Eutaw Street, Baltimore, MD 21021.		
Special Instructions: (e.g. interview information, attachments, etc.)	Interviews will be conducted at 1100 N. Eutaw Street Room #303, Baltimore, MD 21201. Interviews will be conducted by a panel using a standardized set of interview questions for all candidates. Master contractors should pre-screen candidates. The TO Contractor shall be required to comply with all applicable laws, regulations, policies, standards, and guidelines affecting information technology projects, which may be created or changed periodically. The TO Contractor shall adhere to and remain abreast of current, new, and revised laws, regulations, policies, standards, and guidelines affecting project execution. The following policies, guidelines and methodologies can be found at http://doit.maryland.gov/policies/Pages/ContractPolicies.aspx under "Policies and Guidance." These may include, but are not limited to: • The State's System Development Life Cycle (SDLC) methodology; • The State Information Technology Security Policy and Standards; • The TO Contractor shall follow the project management methodologies that are consistent with the Project Management Institute's Project Management		

	Body of Knowledge Guide. TO Contractor's staff and sub-Contractors are to follow a consistent methodology for all TO activities. The State of Maryland ADA Policies and Standards (http://doit.maryland.gov (search: nva (non-visual access).
Security Requirements **(if applicable):**	Selected personnel must pass background checks and obtain State ID Badges. A. Selected personnel must adhere to the State Information Technology Security Policy and Standards http://doit.maryland.gov/policies/Pages/ContractPolicies.aspx B. Selected personnel shall not connect any of its own equipment to an Agency's C. LAN/WAN without prior written approval by the State. D. Selected personnel shall provide and fill-out any necessary paperwork for security access to sign on at the State's site if access is needed to the State's LAN/WAN, as directed and coordinated with the POC. E. Selected Personnel shall display his or her company ID badges at all times while on State premises. Each such employee or agent upon request of State personnel shall provide additional photo identification.
Special Invoicing Instructions:	Refer to purchase order resulting from RFR award.

Section 2 – Agency Procurement Officer (PO) Information

Agency / Division Name:	Department of Labor, Licensing, & Regulation & Regulation (DLLR)		
Agency PO Name:	Sandy Crisafulli Procurement Officer	**Agency PO Phone Number:**	410-230-6026
Agency PO Email Address:	sandy.crisafulli@maryland.gov	**Agency PO Fax:**	410-767-8899
Agency PO Mailing Address:	DLLR, Office of Budget and Fiscal Services, Contracts and Procurement, 500 N. Calvert Street, Baltimore, Maryland 21202		

Section 3 – Scope of Work

Agency / Project Background

Agency Background:

DLLR Information Technology provides services to all DLLR program units, which in turn provide services to the Citizenry of Maryland. The Office is comprised of Client Services Development, Information Technology, Mini and Mainframe Development, Operations, PC Support, and Production Support.

Project Background:

The current Appeals software application is over 20 years old. The application is built on an outdated platform and cannot be installed on newer desktop computers with current operating systems. Additionally, due to the fragile nature of the application, the Office of Information Technology (OIT) cannot update and/or make any changes to current capabilities without placing the application at great risk of failure. These factors have resulted in non-compliance with changes in Maryland law and/or U.S. Department of Labor (USDOL) reporting requirements.

The goal of the project is to implement a replacement Appeals Software to support current Appeals processes and be in compliance with Maryland Law and/or USDOL Reporting requirements.

DLLR Approach:

DLLR intends to acquire specific skills to expedite the development process due to strict time line (September 2015 Go-Live) and high risk of current Appeals Application failure. DLLR will develop new Appeals application by augmenting its internal resources with multiple contractors to ensure timely delivery and risk mitigation.

Request for Resume (RFR)
CATS+ Master Contract
All Master Contract Provisions Apply

Job Description/s	
Labor Category/s **(From Section 1 Above)**	**Duties / Responsibilities**
1. Architect, Internet/Web	The proposed individual would perform work over the course of six (6) months. Work days shall be determined by the DLLR OIT Manager. The work to be accomplished: • Responsible for analyzing assigned specifications, planning, designing and developing solutions, utilizing appropriate Internet/Intranet/Extranet architecture processes supporting a wide range of business process. • Provides appropriate documentation for object design decisions, estimating assumptions, applets and performance metrics – as required by organization architecture process standards, or as assigned. • Responsible for minimizing the issues between the client and the server applications and for the overall setup and design of the Internet and web server architecture. • Impact and complexity of this job increases if organization is utilizing Internet solutions (vs. only Intranet), especially those with significant business impact (e.g., e-business). • Translate application requirements into web-based solutions using available technology. • Apply existing and new technologies to the software development process. • Responsible for developing business, data, systems, and infrastructure models. • Provide project architecture planning and implementation systems and software engineering expertise for detailed definition and development of project requirements. • Provide expert application architecture support and guidance including integration into existing technology, management, diagnostics, and monitoring systems. • Code, test and debug application programs to create new business applications and interfaces or maintains/modifies existing business applications according to program specifications. • Perform unit and/or modular testing and integration testing for new application • Write and execute programs to extract, transform, and load data for system conversions. • Assist in database design, development, maintenance and management related activities for business applications. • Coordinate application design, development, implementation and testing processes with other OIT staff to implement application design specifications. • Understand and consistently apply the attributes and processes of current application development methodologies.

Request for Resume (RFR)
CATS+ Master Contract
All Master Contract Provisions Apply

Minimum Qualifications
For minimum qualifications, see the labor category description in the CATS+ RFP for the subject RFR labor category. In addition, qualified candidates <u>must</u> meet the minimum qualifications specified below. **Candidates that do not meet minimum qualifications will be deemed not reasonably susceptible for award and will not progress to full evaluation.**

Labor Category/s (From Section 1 Above)	Minimum Qualifications

1. Architect, Internet/Web	**Education:**
	Bachelor's Degree in Computer Science, Information Systems, or other related field or equivalent work experience.
	General Experience:
	At least five (5) years of IT work experience.
	Specialized Experience:
	• At least 5 years Demonstrated experience working independently or as a part of a team under general supervision and coaching more junior technical staff.
	• At least 5 years Technical expert in an IT organization.
	• At least 5 years providing input into highly complex and high impacting decisions as it relates to area of expertise.
	• At least five (5) years expertise in the following technologies:
	    o Windows Presentation Foundation
	    o Windows Workflow Foundation
	    o Microsoft.NET Framework 2.0+
	    o Development experience in Visual Basic .NET 2005+
	    o Development experience in Visual Studio .NET 2005+
	    o Experience in SQL Server 2005+
	• At least two (2) years of experience in Crystal Reports and Microsoft SQL Reporting.

Preferred Qualifications
The additional Experience/Knowledge/Skills listed below are preferred by the State.

| 1. Architect, Internet/Web | • Master's degree in a related field of IT is preferred.
• Experience in Microsoft Visual SourceSafe/team foundation server is preferred.
• Excellent Communication Skills.
• At least two (2) years of performing in a lead role designing complex business applications.
• At least eight (8) years of experience in Information System Management (IFSM). |

Section 4 - Required Submissions
NOTE:
− Master Contractors may propose only one candidate for each position requested.
− Master Contractors electing not to propose in response to the RFR must submit a "Master Contractor Feedback Form" via the "Master Contractor Login" on the CATS+ web site.
− Master Contractors proposing in response to the RFR must submit the documents below as separate files contained in two separate emails as follows:
Email 1 of 2 with "Technical": Master Contractor Name, RFR number, & candidate name in the subject line
• Resume for each labor category described in the RFR (Attachment 1)
• Three (3) current references that can be contacted for performance verification of the submitted consultant's work experience and skills. Telephone number and email address of reference is needed.
Email 2 of 2 with "Financial": Master Contractor Name, RFR number, & candidate name in the subject line
• Price Proposal (Attachment 2)
• Conflict of Interest Affidavit (Attachment G in the CATS+ RFP)
• Living Wage Affidavit (Attachment I in the CATS+ RFP)
1.
2.
3.
4.

Section 5 – Evaluation Criteria
Candidates meeting the Minimum Qualifications listed in Section 3 above will be evaluated for overall best value, as follows:
1. Relevant experience
2. Training and education
3. References
4. Price

Basis for Award Recommendation
The Agency PO will recommend award to the Master Contractor whose proposal is determined to be the most advantageous to the State, considering price and the evaluation factors set forth in the RFR. The Agency PO will initiate and deliver a Task Order Agreement to the selected Master Contractor. **Master Contractors should be aware that if selected, State law regarding conflict of interest may prevent future participation in procurements related to the RFR Scope of Work, depending upon specific circumstances.**

Request for Resume (RFR)
CATS+ Master Contract

ATTACHMENT 1
RFR RESUME FORM
RFR # P00B5400015

Labor Category:	***Architect, Internet/Web***

Candidate Name:

Master Contractor:

A. Education / Training

Institution Name / City / State	Degree / Certification	Year Completed	Field Of Study
<add lines as needed>			

B. Relevant Work Experience

Describe work experience relevant to the Duties / Responsibilities and Minimum Experience / Knowledge / Skill described in Section 3 of the RFR. Starts with the most recent experience first; do not include non-relevant experience.

[Organization] **[Title / Role]** **[Period of Employment / Work]** **[Location]** **[Contact Person (Optional if current employer)]**	*Description of Work…*
[Organization] **[Title / Role]** **[Period of Employment / Work]** **[Location]**	*Description of Work…*

<add lines as needed>

C. Employment History
List employment history, starting with the most recent employment first

Start and End Dates	Job Title or Position	Organization Name	Reason for Leaving
<add lines as needed>			

D. References
List persons the State may contact as employment references

Reference Name	Job Title or Position	Organization Name	Telephone / Email
<add lines as needed>			

Request for Resume (RFR)
CATS+ Master Contract

LABOR CATEGORY PERSONNEL RESUME SUMMARY
(ATTACHMENT 1 CONTINUED)
*"Candidate Relevant Experience" section must be filled out. Do not enter "see resume" as a response.

Proposed Individual's Name/Company:	How does the proposed individual meet each requirement?

LABOR CATEGORY TITLE – Architect, Internet/Web	
Requirement	**Candidate Relevant Experience ***
Education: • *Enter the minimum required education for this position as described in Section 2.10 of the CATS+ RFP.*	**Education:**
General Experience: • *Enter the minimum required general experience for this position as described in Section 2.10 of the CATS+ RFP.*	**General Experience:**
Specialized Experience: • *Enter the minimum required specialized experience for this position as described in Section 2.10 of the CATS+ RFP.*	**Specialized Experience:**
Describe additional professional experience, knowledge, and skills required for this position.	

The information provided on this form for this labor category is true and correct to the best of my knowledge:

Master Contractor Representative:

_____ _____ _____
Print Name   Signature   Date

Proposed Individual:

_____ _____
Signature   Date

Request for Resume (RFR)
CATS+ Master Contract

ATTACHMENT 2
PRICE PROPOSAL
RFR # **P00B5400015**
(This form is to be filled out by Master Contractors - Submit with the Financial Response)

	A	C	D
Architect, Internet/Web	Fully Loaded Hourly Labor Rate	Evaluation Hours	Evaluation Price (A x C)
(Enter the proposed resource name)	$	1000	$

Authorized Individual Name

Title

Company Name

Company Tax ID #

The Hourly Labor Rate cannot exceed the Master Contract rate, but may be lower. Proposed rates must be fully loaded, all inclusive, and shall include all direct and indirect costs for the Master Contractor to perform under the TOA. Evaluation Hours are for evaluation purposes only and do not represent actual hours to be worked or invoiced.